

# **Free Public Library**

NEW BEDFORD'S WINDOW TO THE PAST AND FUTURE



## **FY99 Annual Report**

Theresa Coish, Library Director



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## BOARD OF TRUSTEES

### NEW BEDFORD FREE PUBLIC LIBRARY

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## INTRODUCTION

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To the Honorable Mayor Frederick M. Kalisz, Jr. and members of the City Council:

I herewith submit a report of the activities of the New Bedford Free Public Library for the year beginning July 1, 1998 and ending June 30, 1999.

The library's mission is:

- to provide materials and services to help people obtain information to meet their personal, educational, and professional needs, placing particular emphasis on youth and reference service
- to serve as a repository for local history and art

*"No place affords a more striking conviction of the variety of human hopes than a public library."*  
Samuel Johnson, March 23, 1751.

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## *A*DMINISTRATION

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FY99 has been a whirlwind of activity. The library published its first newsletter, *The Avid Reader*. We were very proud to announce on the front page that Rose Ferreira, trustee of the New Bedford Free Public Library, had been named the Massachusetts Library Trustee of the Year. We also developed a well received home page on the world wide web and immediately began to receive e-mail reference questions from all over the globe. At the main library, the long awaited window project got underway. The historic copper windows are being restored and the wood windows are being replaced. Work is expected to be completed in November 1999. In the reference department, new computer equipment and microfilm reader printer machines were purchased. New computers were also added for public use in youth services, special collections, and the branch libraries. Clearly, new equipment and the newly renovated main library have noticeably improved the level of service we provide to New Bedford residents. In addition, the library's art collection is now displayed on each level, making the main library a truly beautiful place to visit.

As the library system moves into the next millennium, planning for adequate facilities still remains a priority administrative activity. In the fall of FY99, the Mayor and the City Council provided funding to begin renovating the branch library buildings. A year long planning and bidding effort resulted in roof work for both the Howland Green and the Wilks branches. These improvements are expected to be completed in December 1999. At that time, planning will need to continue to address the remaining repairs. In cooperation with city administration, the library trustees and staff have also conducted a yearlong building study for the Casa da Saudade branch and determined that the current facility is too small.

In the spring of FY99, the Board of Library Trustees voted to restore the name of Francis J. Lawler Branch Library to the west end branch, known as the Buttonwood Community Library. A formal rededication was planned for July 1999.

To better serve the public, the library initiated a program of cross training for all staff. It was clear that support staff needed training in new technology and the professional staff needed to keep their skills up to date. The training, which will continue into the next fiscal year, will focus on reference, technical services, and youth services.

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## SERVICES

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In FY99, use of the library increased.

CIRCULATION	FY99	FY98
Adult	212,156	194,549
Children	140,416	134,799
Totals	352,572	329,348
REFERENCE	FY99	FY98
TRANSACTIONS	29,587	29,549
Totals	29,587	29,549
PROGRAMS	FY99	FY98
ART	143	0
Adult	2,176	3,430
Children	12,677	8,731
Totals	14,996	12,161

### REFERENCE SERVICES

Five new Pentium computers were installed in the Reference Department to replace slow computers. Special Collections received two new Pentium computers as well. This new equipment allowed the department to upgrade the online access needed to provide dedicated public Internet workstations to the public. This upgrade also provided the reference desk staff with efficient dedicated access to the world wide web.

In the spring, six Cannon digital microform readers/printers replaced four ancient manual machines. One other Cannon digital microfilm reader/printer was acquired for use by the interlibrary loan staff. The additional machine has the capability to fax and e-mail directly from the microfilm format to another fax machine or PC at another location. This feature allows staff to save a significant amount of time in providing journal documentation to other member libraries.

### YOUTH SERVICES

Schools visiting the library in FY99 included: Holy Family/Holy Name, Kempton, Taylor, Roosevelt Jr. High, Hathaway, Gomes, DeValles, Congdon, Mt. Carmel, St. Mary's, Nazarene Christian Academy/ Kings Kids, Winslow, Brooks, St. Joseph's, Dunbar, 4-H Ben Rose, and Mt. Pleasant. A total of 893 students visited.

Preschools included YMCA Preschool, United Front Preschool, Head Start, Kings Kids, Ingraham, and Holy Family/Holy Name. A total of 2240 preschoolers visited.

Schools visited by staff include Swift, Ashley, Carney Academy, Winslow, Ottiwell, Holy Family/Holy Name preschool, Kennedy/Donovan Early Intervention, Rainbow Day Care, Mt. Carmel preschool, and Little People's College - Rockdale Ave. The Bookmobile also visits several schools, such as St. Mary's, Hathaway School, Swift School, Holy Family/Holy Name, Campbell School, Learn -n- Grow Day Care, Little People's College, and United Front Preschool.

The **Summer Reading Program** for 1998 was "Read Around the World with Joshua Slocum". A grand total of 377 children registered, and read for a total of 2587 hours and 15 minutes, or 108 days. With grants from the New Bedford Cultural Council and Community Partnerships for Children - New Bedford Public Schools, we held several programs: a kickoff program at the Whaling Museum featuring author and illustrator Robert K. Blake; a concert with Silver Birch at Lawler; Rosalie McCarthy taught an art lesson at Howland-Green; Sparky's Puppets appeared at Wilks; and the awards party featured Dillon Bustin and Friends in a concert on Joshua Slocum's solo voyage around the world. Other programming highlights included: October - Halloween programs at Lawler, Howland-Green, Wilks, and Casa; November - Children's Book Week programs featured Make a Mural at the Main library, a visit from the Lloyds Center at Wilks, *Castles, Stories, and Me* at Lawler, and a visit from Latino singer, Kristina, at Howland-Green and Casa; December - Main library participated in the Holidays Shops program; March - Read Across America/ Dr. Seuss' Birthday was celebrated at all branches; June - 1999 Summer Reading Program kickoff at the New Bedford Whaling Museum: Looking Glass Players presented "Diaries of a Frog".

## BRANCH SERVICES

Circulation increased on the Bookmobile and at the Casa da Saudade but decreased at Howland Green, Lawler, and Wilks. Day to day use by the public, however, remained very active. Youth programs, adult programs, special events, and the availability of public computers kept staff very busy. In order to provide good public service, all staff needed to be proficient with the growing list of online databases. The need to train staff became a necessity so that staff could then respond effectively to the public on how to use computers to find information. Initial feedback has indicated that the use of the library's public computers increased as the skill level of the staff increased.

## TECHNICAL SERVICES

Work began in earnest this year in preparation of the SEAL database for the anticipated merging with the ABLE database in Spring, 2000. As part of this preparation staff began working on updating computer records. This project should be completed by the end of calendar year 1999.

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## LOCAL HISTORY

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Staff documented an action plan for preservation of archival materials. Rolled maps and other documents in the Archives Room have begun to be flattened so that they can be used for research

without causing damage to the original materials. Photographs, slides and glass-plate negatives have been placed in polyethylene sleeves or archival folders. This action will serve to protect these original documents.

By means of a \$10,000 LSTA state grant the library had a large amount of material reproduced on microfilm. The material includes the Rev. William James Potter sermons, the New Bedford Overseers of the Poor records and the Grand Army of the Republic memorial volumes.

In addition, a complex project to catalog the whaling collection online was launched with a \$31,000 grant from the South Eastern MA Library System. When completed, researchers around the world will be able to identify the materials held by our library.

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## ART

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This past year appraisals were obtained from Christie's of New York for the library's most significant pieces. Equipment to allow staff to catalog and physically document the collection was purchased. The capability of attaching an image to a catalog record is extremely valuable to the maintenance and care of the art collection. With updated appraisals, staff was able to recommend a preservation plan to the Trustees.

James Audubon's *Birds of America* collection was identified as being the top priority. We consulted with Mary Todd Glaser, Director of Paper Conservation at the Northeast Document Conservation Center. Based on Ms. Glaser's recommendations, several grant proposals were written. One resulted in an award of \$3,000 from the New Bedford Cultural Council to catalog and document the condition of the collection. A second proposal to the MA Board of Library Commissioners was pending at the end of FY99. (Note: In August 1999, we received word that the proposal was funded for \$10,000 towards the purchase of archival quality flat files to store the collection.)

The renovation of the main library benefited the library's art collection. An important and necessary accomplishment was the reorganization of storage and exhibit space. On each floor, strong metal bars were mounted on the walls to hold both large and small paintings securely. At times, just as many people visited to view the art as they did to use the library's resources.

Several important art gifts were acquired in FY99. Deborah B. Macy, a New Bedford based artist, donated two oil paintings: portraits of Prof. Everett Hoagland and Abraham Landau. In November, the Exercise Tiger Committee donated a 50<sup>th</sup> year anniversary print designed by the late Clement E. Daley who was also a New Bedford artist and journalist. The print was exhibited throughout the library system in honor of Mr. Daley and World War II veterans. The family of late Guilherme M. Luiz, a prominent Portuguese businessman and publisher, donated their father's portrait to the library in March. The antique photograph, c. 1900, by photographer Manuel Goulart is an exceptional addition to our collection. A reception in early June celebrated Mr. Luiz's life and contribution to our community. Throughout the year, it was a true joy to have the opportunity to exhibit such fine examples of art and humanity on the library's walls.

On April 30<sup>th</sup>, the library hosted a Francis D. Millet exhibit in partnership with WHALE. Jeff MacDonald and company did a great job setting up and organizing the event. It was exhilarating to see so many people

at the library enjoying art. There were over 70 art lovers here that day. Mr. MacDonald's ambition is to paint the rotunda area of the library on the third floor in the style of the late Francis D. Millet. The exhibit was the first fund raiser toward that end.

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## FRIENDS & VOLUNTEERS

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The Friends of the New Bedford Free Public Library donated \$2,600 and the Friends of Casa da Saudade donated \$2,200. We appreciate their support.

The Friends of Buttonwood Park gave the community an outdoor reading space directly behind the library patio at the Lawler Branch. Three benches were made of cut stone with natural stones on each side and placed in a triangular shape. Low maintenance plantings were added with additional plantings to come later.

The library received 127 total hours of volunteer service. Special recognition goes out to the following people for their contributions:

Jennifer Botelho, Monica da Costa, Peter DaSilva, Kevin Fernandes, Roberto Medeiros, Beatrice Mierjewski, Sara Monteiro, Victor Pinheiro, Beverly Roberts, Rita Souza, Elizabeth Tabor, Norman Thatcher, Maria Tomásia, and Rosana Vinagre.

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## SUMMARY

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Those who understand why libraries exist know that the quality of life of a community is directly related to its library services. The New Bedford Free Public Library's mission has defined priorities and developed the framework of our yearly action plan. FY99 was a successful year in that we met our broad goals and documented an increased use of services system wide. The Trustees and staff remain strongly committed to the community we serve and to the principles of the American Library Association.

I wish to express my appreciation to the staff for their cooperation and particularly to those who when called upon gave of their time and energy "above and beyond the call of duty". I also thank the Trustees for their thoughtful promotion of the welfare of the library.

*"It's walking into a cathedral...It reminds me that what I do in the world is a valuable and important thing."* Mary Gordan, May 19, 1986.

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*PERSONNEL*

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NAME	TITLE/LOCATION	CLASSIFICATION
Theresa Coish	Administration	Director
Martine Hargreaves	Coordinator /Ref. Services	Librarian III
Vicki Lukas	Coordinator/Technical Services	Librarian III
Gail Roberts	Coordinator/Youth Services	Librarian III
Carol Bellefeuille	Community Service Librarian	Librarian II
Paul Cyr	Curator of Special Collections	Librarian II
Maria J. Carvalho	Casa da Saudade Manager	Librarian II
Dale Easton	Howland-Green Manager	Librarian II
Olivia Melo	Wilks Manager	Librarian II
Sharon Pinho	Buttonwood Manager	Librarian II
Ernestina Furtado	Special Collections	Librarian I
Dolores Henry	Reference Services	Librarian I
Susan Hughey	Reference Services	Librarian I
Larry Krasner	Reference Services	Librarian I
Maria Melo	Administration	Lib. Asst. to Director
Joan Barney	Reference Services	Library Assistant II
Philip Dimor	Technical Services	Library Assistant II
Beverly Gracia	Technical Services	Library Assistant II
Eileen Michaud	Interlibrary Loan	Library Assistant II
Susan Medeiros	Administration	Bookkeeper
Rita Chapdelaine	Main Library	Library Assistant I
Donna Cordeiro	Main Library	Library Assistant I
Patricia Mello	Technical Services	Library Assistant I
Ana Monteiro	Casa da Saudade Branch	Library Assistant I
Zelinda Pereira	Buttonwood Branch	Library Assistant I
Janice Pina	Buttonwood Branch	Library Assistant I

NAME	TITLE/LOCATION	CLASSIFICATION
Janine Prescott	Wilks Branch	Library Assistant I Library
Pauline Robillard	Bookmobile Services	Assistant I Library
Maria Robertson	Howland-Green Branch	Assistant I Library
Andrea Simmons	Reference Services	Assistant I Library
Dineia Sylvia	Casa da Saudade Branch	Assistant I
Tammy Arruda	Wilks Branch	Lib. Asst. I/20 hrs.
Ines Paulino	Casa da Saudade Branch	Lib. Asst. I/20 hrs.
Carmen Brodeur	Howland-Green Branch	Lib. Asst. I/20 hrs.
Linda Burke	Main Library	Lib. Asst. I/20 hrs.
Claribel Cordero	Wilks Branch	Lib. Asst. I/20 hrs.
Mary Jane Easton	Main Library	Lib. Asst. I/20 hrs.
Jeanette Harrison	Buttonwood Branch	Lib. Asst. I/20 hrs.
Joyce Medeiros	Howland-Green Branch	Lib. Asst. I/20 hrs.
Kathleen Correia	Technical Services	Library Aide II
James McDonald	Bookmobile Services	Driver
Stephen Costa	Main Library	Monitor
George Lavoie	Main Library	Monitor
David Freitas	Main Library	Monitor
Jennifer Almeida	Casa da Saudade Branch	Page
Debra Baptista	Main Library	Page
Maggie Cleveland	Main Library	Page
Peter-Henry DaSilva	Wilks Branch	Page
Tracie Gravelle	Main Library	Page
Elizabeth Managini	Main Library	Page
Olena Marques	Main Library	Page
Bethany Morton	Buttonwood Branch	Page
Karen Oliveira	Main Library	Page
Guilherme Pires	Main Library	Page
Renee Trial	Main Library	Page
Vacant	Howland-Green Branch	Page

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**FINANCES**


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**RECEIPTS FY99**

Municipal Appropriation		1,493,198.42
Municipal Equalization Grant		68,348.32
Library Incentive Grant		48,451.50
Non Resident Circulation Grant		5,009.62
Bequest Funds		144,302.86
<b>Subtotal</b>		<b>1,759,310.72</b>
<b>FY98 Balances Brought Forward</b>		
MEG/LIG Non Resident Circulation	37,165.67	
Trust Funds	64,075.86	
<b>Subtotal Balance Brought Forward</b>	<b>101,241.53</b>	
<b>Grand Total</b>		<b>1,860,552.25</b>

**EXPENSES FY99**

Municipal Appropriations		
100 Account Salaries and Wages		
200 Account Charges and Services		
400 Account Supplies and Materials	1,283,435.00	
800 Account Capital Improvements	146,828.39	
Total	62,653.74	
	549.98	
M.E.G./L.I.G./Non-Resident		1,493,467.11
100 Account Salaries and Wages		
200 Account Charges & Services		
400 Account Supplies & Materials	.00	
800 Account Capitol Outlay	5,888.15	
Trust Funds	138.82	
FY98 Balances Encumbered	8,398.44	
Municipal Appropriations	158,805.17	
M . E . G . / L . I . G . / Non- Resident		
Trust Funds	0.00	
Total	144,281.01	
<b>Grand Total</b>	<b>49,573.55</b>	
		367,085.14
		<b>1,860,552.25</b>

**EASTERN REGION RECEIPTS FY99**

Eastern Massachusetts Regional Library Program	299,291.00
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**EASTERN REGION EXPENSES FY99**

Eastern Massachusetts Regional Library Program	
100 Account Salaries and Wages	36,645.00
200 Account Charges and Services	117,355.02
400 Account Supplies and Materials	82,285.00
800 Capital Improvements	63,005.69

<b>Total EMRLS Program</b>	<b>299,290.71</b>
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**TRUST FUND ACCOUNTS**  
**(JULY 1, 1998-JUNE 30, 1999)**

<u>FUND NAME</u>	<u>ON HAND</u> <u>6/30/98</u>	<u>RECEIVED</u>	<u>EXPENDED</u>	<u>BALANCE</u> <u>6/30/99</u>
Frederick S. Allen	292.99	166.37	338.25	121.11
Phillip & Roberta S. Barnet	467.71	0.00	0.00	467.71
James B. Congdon	154.93	40.36	172.57	22.92
Crocker Fellowship	396.98	0.00	0.00	396.98
George Crocker	249.14	627.08	0.00	876.22
Oliver Crocker	757.81	168.97	811.19	115.59
George Howland	503.02	40.70	453.17	90.55
Sylvia Ann Howland	2,238.54	12,643.30	7,018.70	7,863.14
Susan Jones	460.39	1,097.72	1,110.06	448.05
Kempton/Sarah Potter	1,777.64	38,074.13	25,246.68	14,605.09
Elizabeth Mackie	186.52	199.38	231.06	154.84
Charles W. Morgan	550.39	209.19	587.18	172.40
Bernard Perry	372.04	203.14	48.54	526.91
Clara Tripp	1,902.42	32,966.57	24,206.51	10,662.94
Florence Waite	548.60	582.20	802.16	328.64
Patty Wilcox	184.37	904.18	339.15	749.40
Wilks Fund	48,824.42	56,021.61	93,653.77	11,192.26
Charles Wood	577.45	44.21	590.87	30.79
Chuck Woo	394.16	256.38	81.39	569.15
Kempton Lost Books	3,224.34	57.10	3,102.38	179.06
Casa Da Saudade	12.00	0.00	12.00	0.00
<b>Total</b>	<b>64,075.86</b>	<b>144,302.86</b>	<b>158,805.17</b>	<b>49,573.55</b>



ANNUAL REPORT

NEW BEDFORD FREE PUBLIC LIBRARY SUBMITTING THE

ANNUAL REPORT

FOR

FISCAL YEAR ENDING JUNE 30 1999.

IN CITY COUNCIL, November 09, 1999

Received and Ordered Printed in City Documents.

Janice A. Davidian, City Clerk

Attest:

City Clerk





